

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Office of Emergency Services Coordinator	<b>Job Family:</b> VIII
<b>General Classification:</b> Professional	<b>Job Grade:</b>

**Definition:** To plan and maintain the City's Emergency Preparedness Program in conformity with State and Federal "all risk" requirements. To provide training to City staff in emergency preparedness in order to maintain a high level of readiness. Provide business and residential citizens with emergency preparedness training and guidance to help reduce the loss of life and property resulting from a disaster. Coordinates the efforts of volunteer organizations that assist the City during a disaster.

**Distinguishing Characteristics:** This position is a single-class position that reports directly to the Chief Training Officer.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Fully embraces Department and City organizational values in the conduct of all duties.
2. Plans for, orders, and maintains equipment and supplies of the Emergency Operations Center.
3. Continually reviews new and accepted EOC Procedures to keep the EOC current and efficient.
4. Reviews, maintains and updates the City's emergency plan; reviews the entire plan on an annual basis.
5. Brings the City's emergency plan into conformance with the State Multi-Hazard Functional Plan.
6. Prepares, maintains and updates mutual-aid agreements or emergency plans with government agencies or volunteer organizations as needed.
7. Prepares and maintains required local, State and Federal reports as directed.
8. Assists schools, medical facilities, businesses and industry in the preparation of emergency plans; coordinates emergency plans with City departments.

**Position Title:** Office of Emergency Services Coordinator

Page 2

9. Serves as the City's representative to County and regional emergency planning and preparedness committees and organizations and volunteer organizations that assist the City during a disaster.
10. Prepares, attains and distributes emergency planning and preparedness handouts and informational materials to business and residential communities.
11. Appears and/or provides speakers for presentations to community organizations and businesses.
12. Prepares, presents and coordinates training for City employees and volunteers as it relates to emergency planning and preparedness or as directed.
13. Conducts vulnerability assessment of City facilities to determine potential types and locations of damage due to earthquakes, special hazards needing emergency response and/or mitigation and other hazards.
14. Assists the Chief Training Officer in preparing the annual budget for the Office of Emergency Services.
15. Performs other duties as assigned by the Chief Training Officer.

**Minimum Qualifications:**

Knowledge of: Principles and practices in regards to: Training and public education, supervision and management; emergency preparedness; and community organizations and resources.

Ability to: Communicate effectively in oral and written form; maintain records and prepare correspondence and reports; work closely with, and engage the cooperation of, diverse groups, including volunteers and City employees; make effective presentations, provide training on various subjects, including emergency preparedness and other related areas as directed; conduct studies in disaster planning; interpret and apply Federal, State and local laws, ordinances and regulations.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to a Bachelor's degree and two years full-time progressively responsible supervisory or administrative experience in a related public safety field (either in an office of emergency services, fire, police, emergency medical or emergency communications fields). Additional related full-time

**Position Title:** Office of Emergency Services Coordinator

Page 3

experience may be substituted for the required education on the basis of one year full-time experience being equal to 30 semester units of college. California State Fire Marshal and Emergency Management course work highly desirable.

**Required Licenses or Certificates:** Valid California driver's license. An amateur radio license of technician grade or higher is desirable.

**Working Conditions:** This position works a 40-hour week (Monday-Friday) and is also required to respond as directed at odd hours and for extended periods of time or on receipt of a disaster warning. Must be available on evenings and weekends for presentations, training and meetings.

Revised November 29, 2000

CLASS SPECS

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